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MEMORANDUM FOR: Chief, Plans and Policy Staff

31 July 1957

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SUBJECT : Intelligence School Weekly Report #31  
25 July through 31 July 1957

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By	35

I. SIGNIFICANT ITEMS: None

II. OTHER ACTIVITIES

A. General

Arrangements have been made for [ ] TEB/A&E, to work continuously with the Intelligence School faculty on evaluations. A priority list has been worked out by A&E and IS jointly; Dr. [ ] has desk space on the second floor, R & S Building, and he is now beginning to work with faculty members at the planning stages of course development.

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B. Intelligence Production

(1) [ ] JOT's completed the Intelligence Techniques course on Friday, 26 July.

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(2) [ ] JOT's are enrolled in Intelligence Techniques which began on Monday, 29 July.

(3) Reading Improvement has been assigned satisfactory space in Wing F of Quarters Eye, Rooms 2502 to 2512. Moving date has not been set.

C. Intelligence Orientation

(1) Intelligence Orientation #11 ended on Friday, 26 July. The student critiques indicate that the course was found to be highly informative and professionally conducted. The addition of several new guest lecturers was most helpful.

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(2) The individual exhibits of OER, OO, and IE used in the Intelligence Products Exhibit are currently being revised.

(3) A schedule is being planned for a proposed short orientation course for special personnel at [ ]

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D. Operations Support

(1) Operations Support #27 began on 29 July with a first week's enrollment of [ ]

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(2) Budget and Finance Procedures #3 started on 29 July with an enrollment of [ ]

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(3) [ ] from the Office of the SSA/DD/S is attending selected lectures in Budget and Finance Procedures.

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(5) As the new Summary B Accounting procedure is now in effect, a tentative schedule for Budget and Finance Procedures has been arranged. These dates are: 29 July - 9 August; 3-13 September; 7-18 October; and 12-22 November. This schedule has been given to [ ] Deputy SSA/DD/S, and [ ] Training Officer for the Office of the Comptroller, as well as to the OFR Registrar.

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(6) The Office of the Comptroller is planning a program of three courses in budgeting and accounting for its own personnel. These offerings should be very useful, and do not duplicate capabilities of OFR. In discussing these, [ ] asked Dr. [ ] about the purpose and scope of Operations Support and Operations Familiarization. After explaining the objectives of Operations Support, they suggested that [ ] compare his training in Operations Support with [ ] who took Operations Familiarization, and talk with [ ] or his representative for further information on Operations Familiarization.

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W (7) The training manual on supply procedures for Field Case Officers has been completed in final form, incorporating comments made by the Office of Logistics and [ ] Chief, CI Staff, [ ] At the request of [ ] the manual has been resubmitted to the Office of Logistics for official concurrence; it then will be submitted to [ ] for his official concurrence.

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(8) [ ] met with [ ] of WE and [ ] of FE to obtain background information from these case officers.

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(9) [ ] attended a day-long tour of OCR.

(10) The charts and organization of a sample State Department Mission abroad have been received.

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### E. Clerical Training

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(1) During the week of 22 July there were [ ] people in Clerical Induction Training. [ ] of these people entered class for the first time.

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(2) During the week of 22 July there were [ ] people in Clerical Orientation.

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(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 21 July were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] people tested in typewriting, [ ] qualified.

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(4) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 29 July were as follows: One person tested in shorthand did not qualify; of [ ] people tested in typewriting, [ ] qualified.

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(5) The first large group of clerical trainees reached the Clerical Orientation program the week of 22 July. A capacity crowd of [ ] was scheduled; [ ] were either typists or stenographers and therefore remained for the third day of the course when Agency Correspondence is covered. In order to accommodate this number in the practical work assignment in Correspondence - the capacity of the typing room is only [ ] - they were divided into two groups; one group worked during the morning and the other worked during the afternoon. This scheduling made it necessary to eliminate Typing Shortcuts from the Orientation program.

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### E. OTR Orientation Officer

(1) On 30 July [ ] presented a lecture and discussion period on "Intelligence and CIA" for 60 persons assembled at Cherry Point, North Carolina, for two weeks of intelligence training conducted by the Marine Air Reserve Training Command. The commanding general was in attendance. Transportation to and from Cherry Point was provided by the Marine Corps.

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(2) At the request of the PI Training Officer, a special Dependents Briefing was given on 26 July for [ ] wife of [ ]. Because [ ] assignment came up so quickly, his wife could not have attended the next Dependents Briefing, and he wanted very much for her to get some Agency orientation. The OTR Orientation Officer briefed her on intelligence and security. [ ] of the Medical Staff, also had a discussion with her.

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(3) On 29 July the CIA Introduction was given for [ ] persons.

**F. Management Training**

Nothing to report.

**G. Visual Aids Staff**

The weekly report of VAS is attached.

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**III. PERSONNEL NOTES**

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A. [ ] is enrolled in the Operations Support course which began 29 July.

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B. [ ] is on leave until Monday, 5 August.

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C. [ ] is on leave until 5 August.

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D. [ ] returned from military duty on 29 July.

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E. [ ] is on annual leave until 5 August.

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F. [ ] is on leave until 5 August.

G. [ ] will leave for his overseas assignment on Thursday, 1 August.

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H. [ ] resigned on 26 July to accompany her husband on an overseas assignment. [ ] has taken over as the senior Training Assistant in Operations Support, and [ ] a summer employee in that office, has applied for the job left vacant by [ ]

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I. [ ] a Business Education Teacher at [ ] has joined the Clerical Training staff as a contract employee for the period of 29 July to 23 August. She will be working in the uncleared Clerical Induction Training area.

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